

State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: August 25, 2005
Time: 10:00 a.m. to 11:30 a.m.
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	X
Cynthia Baumann	Dept of Personnel	775.684.5418	cbaumann@ifs.state.nv.us	
James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	X
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	X
Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	X
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	X
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
Chris Ipsen	Health Div	775.684.4230	cipsen@nvhd.state.nv.us	X
Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
Teri J. Mark	Library and Archives Div	775.684.3323	tjmark@clan.lib.nv.us	X
Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	
Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	X
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	
Chuck Moltz	Office of the Attorney General	775.684.1151	CMMOLTZ@ag.state.nv.us	X
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	lnewlon@fyiconsumer.org	X
Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	
Randy Potts	Dept of Information Technology	775.684.5625	rpotts@doit.nv.gov	
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
Grant Reynolds	Dept of Business & Industry	775.687.4250	greynolds@dbi.state.nv.us	
Lani Smith	Dept of Public Safety	775.684.4800	lsmith@dps.state.nv.us	X
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	X
Andrew Tucker	Gaming Control Board	775.684.7715		
Janie Ware	Div of Child and Family Services	775.687.4250	jware@dcfs.state.nv.us	X
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	
Madilyn Zike	Div of Child and Family Services	775.687.5500	mlzike@dcfs.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Rick Kelter	Div of Child and Family Services	775.687.5500	RKelter@dcfs.state.nv.us	X
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X

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DISCUSSION HIGHLIGHTS

1. The meeting minutes from the July 28, 2005 meeting were discussed. Dave McTeer had a question regarding the use of the arbitration process. Terry Savage gave an explanation of the arbitration process in regard to exemption from a standard. The July 28, 2005 minutes were then approved.
2. Teri Mark stated that the Nevada Electronic Records Committee (NERC) has electronic records contracts with Purchasing that are due to expire in 2005. There is an extension of expiration until 2006. She would like to have standards in place when it comes time to renew those contracts. Currently, contracts follow the DoD 50/15.2 standards. The Technical Standards Committee did not select records/document management application systems for first round development of standards. Teri suggested to the committee that NERC would be willing to write this standard following NITOC protocol and procedures. The TSC members agreed to have NERC write the standard. A question was raised regarding the file format. PDF issues were discussed in regard to long-term records. PDF-A (archive) is a new standard coming out for long-term use. More research needs to be done. Offline records will have to be updated as new technology is developed. Money is needed to migrate records forward. It would be easier if official records were kept in electronic format, and would then be automatically migrated. At the present time, there are not funds available. Terry Savage recommended that they ask for funds in the budget. There was a comment concerning availability/ownership of the data and that this should be a primary consideration.
3. The committee reviewed the Proposed First Technical Standards Timeline. Terry Savage feels it is important to get information to the agencies as soon as possible for budget preparation. Sherri is the state resource for research and requested that the sub-committees e-mail her for research assistance.

The Technical Standards Committee formed sub-committees to address the following standards. Terry Savage recommended that each committee have a minimum of three members and a maximum of seven.

NEW STANDARDS

Database Standard

Chair – Dan Stockwell, stockwel@doit.nv.gov
Jim Brady
Rex Reed

Authentication/Biometrics Standard

Chair – Chuck Connor, cconner@dmv.state.nv.us
Stan Gillie
Lorraine Newlon
Chris Ipsen
Lani Smith
Brian Guest

Backup and Recovery Standard

Chair – Chuck Moltz, CMMOLTZ@ag.state.nv.us
Jeff D'Amario
Stan Gillie
Jon Mathews
Andrew Tucker
Brian Kagele

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Storage Standard

Chair – Chris Ipsen, cipsen@nvhd.state.nv.us
Shawn Curby
Lani Smith
Andrew Tucker

Email Standard

Chair – Terry Savage, tsavage@doit.nv.gov
Shawn Curby
Tony Injayan
Dave McTeer

EXISTING STANDARDS TO BE UPDATED

The committee discussed updating the following standards in a more generic format to prevent the need for frequent revision. Minimum high specification standards must still be maintained. The Microcomputer Hardware Acquisitions Standard was discussed and it was agreed that the standard be split into separate standards to address PCs and Servers.

Computer Networking Standard

Chair – Jon Mathews, jmathews@doit.nv.gov
Shawn Curby
Chris Ipsen
Dan O'Barr

Software / PC Hardware / Server Hardware Standards

Chair – Tony Injayan, tinjayan@purchasing.state.nv.us
Jeff D'Amario
Lorraine Newlon
Jon Mathews
Chuck Moltz

The sub-committees were instructed to meet once before the September 22, 2005 Technical Standards Committee meeting.

4. The Ranked Top Ten IT Issues list from the IT Strategic Planning Committee was discussed. Since there will continue to be more requests than the budget will support, the ranking process is going to become much more significant. The committee will get updates to these top priorities regularly to align standards development to the priority list.

It was mentioned that Boards and Commissions needs to be included in the overall e-mail verification process. They may not all have e-mail addresses, but they all get regular mail and have a website.

5. Meeting adjourned at 11:30 a.m.

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Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Open	
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Open	
6	08/25/05	Develop the Backup and Recovery Standard	Chuck Moltz	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Open	
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Open	
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Open	
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	